

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110021-2

CONTROL NO.

DDS/OF-090

REPORTS INVENTORY				CONTROL NO.	
PREPARE IN DUPLICATE				DDS/OF-090	
1. TITLE OF REPORT (if a fill-in report include Form No.) Notice of Delinquent Accountings				2. TYPE OF REPORT	STATISTICAL <input checked="" type="checkbox"/> NARRATIVE MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL		
	LOGISTICS	SECURITY	OTHER (specify)		
	MEDICAL	X FINANCE			
4. NO. OF COPIES PREPARED 2	5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly, as required		6. DISTRIBUTION (No. of components not number of copies) 1		
7. FORMAT (memorandum, form computer print-out, etc) Memorandum	8. ADP PROCESSING YES IF YES GIVE ADP PROCESSING NO.		9. DIRECTIVE AUTHORITY REQUIRING REPORT Administrative Plans		
	NO				
10. PREPARING COMPONENT (include lowest level contributing information to report) PSAD		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
GS-14	\$ 10.70	1/6	\$ 1.78	20	
GS-05	3.57	1/4	.89	20	
GS-15	12.47	1/10	1.25	20	
			\$ 4.92		\$ 98.40
B. COSTS OF COMPUTER PRODUCED REPORTS					
TOTAL COSTS PER YEAR \$ 98.40					
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.					
This follow-up is required to provide current reporting and processing of the financial statements. Date report first initiated -- 1965 by SSA/DDS.					
14. FUTURE GOALS					
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE				ESTIMATED SAVINGS MAN-HOURS DOLLARS	
16. DATE OF INVENTORY Approved		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110021-2			
18. EXTENSION					